



## **Graphics Technician**

**Job Code: 0181**

Originated: 06/02

Salary Grade: 1218

FLSA: Non-Exempt

Revised: 08/06

EEO Code: 26

Supervisory: No

HR Ordinance Status: Classified

### **CLASS SUMMARY**

Performs skilled tasks related to the production of printed material, operate a variety of graphics equipment, perform pre-press and post-press tasks and routine, minor maintenance and cleaning of graphics equipment to provide quality products and responsive customer service.

### **DISTINGUISHING CHARACTERISTICS**

The Sr. Graphics Technician is distinguished from the Graphics Technician by the Senior's performance of the more skilled tasks relating to the production of printed material. This is not a supervisory job classification.

### **ESSENTIAL FUNCTIONS**

*Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:*

- Operates graphics equipment, which includes presses (two color and perfecter), plate maker, power cutter, stapler, folder, bindery and photocopy machines.
- Performs routine, minor maintenance and cleaning of related equipment.
- Create layouts and make-ups of originals to produce high quality finished product.
- Calculates graphics charges using automated pricing program and maintains related records and logs.
- Assists customers with questions, selection of material and processing options.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

The operation of various types of printing equipment and production.

Perfecting press.

The care and minor maintenance of the equipment and the requirements for supplies.

Automated graphics and desktop publishing.

Microsoft Windows Office products.

**Ability to:**

Perform mathematical calculations and key data.

Perform layout and make-up work manually.

Comprehend and make inferences from written material and verbal and/or written instructions.

Listen and communicate effectively, both verbally and in writing, with a diverse group of people.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Attend or conduct various meetings as needed.

Establish and maintain courteous and respectful working relationships with co-workers, vendors and City staff at all levels.

Complete required OSHA/Safety Training as required.

**Education and Experience:**

A high school diploma or GED equivalent and any combination of education, training or experience equivalent to two years experience in the operation and care of printing, photocopying and a variety of graphics equipment.

**Licensing and Other Requirements:**

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

**SUPERVISION RECEIVED AND EXERCISED**

- Works under general direction of the Purchasing Operations Manager in the Financial Services Department and within standard operating procedures.

**WORK ENVIRONMENT/PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Most work is performed in a normal print shop and office environment.
- Physical agility to operate graphics equipment which includes presses (2 color and perfecter), plate maker, power cutter, stapler, folder, bindery and photocopy machines on a regular basis requiring continuous and repetitive arm, hand and eye movement.
- Work with cleaning fluids and use common hand tools.
- Lift and carry boxes of stock paper and other materials weighing up to 50 pounds.

Job Title: Graphics Technician

Job Code: 0181

Page 3

- Bend and stoop repeatedly to load and unload paper from presses.
- Moderate exposure to noise and unpleasant odors.
- Discern the full range of the color spectrum.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*